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HOSPITAL AND TRAINING SCHOOL ADMINISTRATION

A PRACTICAL WORKING RECORD SYSTEM

BY ALICE SHEPARD GILMAN, R.N.

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A concise, accurate and uniform record of students' work which involves the least possible expenditure of time and energy, is what training schools are needing today, to replace the old-time book system. The following record system, which has been in operation in the Rochester General Hospital for the last year and a half, has proven practical in use. The expenditure of time and energy has been cut down so that it averages 40 minutes a day, of one person's time, to keep up the records for the school of 150 students.

1. Report of Preliminary Course.

This sheet, 11 x 8½ is kept entirely by the instructor. At the end of the course, it is submitted to the principal of the school. It is then filed in the permanent folder.

ROCHESTER GENERAL HOSPITAL SCHOOL OF NURSING REPORT OF PRELIMINARY COURSE

Miss _____				Class _____			
PRACTICAL WORK	DEM.	PRACTICAL	WARD	PRACTICAL	THEORY	SOLUTIONS	BANDAGING
Admission and Discharge _____							
Alcohol Sponge _____							
Appliances, uses of _____							
Arm soak, Surg _____							
Back Rest _____							
Bath in Bed _____							
Bath, Slush _____							
Baths for Temperature _____							
Bed Cleaning _____							
Bed, Empty _____							
Bed, Ether _____							
Bed, Fracture _____							
Bed, with Patient _____							
Bed Sores, care of _____							
Catheters _____							
Counter Irritants _____							
Cupping _____							
Flaxseed _____							
Mustard Foot Bath _____							
Mustard Paste _____							
Poultice _____							
Turpentine Stupes _____							
Dressings _____							
Douches, _____							
Aural _____							
Naval _____							
Vaginal _____							
Enemata _____							
High Gas _____							
Suds _____							
Gloves, rubber _____							
Hypodermics _____							
Inhalation, _____							
Croup Tent _____							
Dry _____							
Wet _____							
Irrigation, Murphy's _____							
Larkspur Cap _____							
Medicines, Admin. of _____							
Mouth, care of _____							
Pack, cold _____							
Pack, hot _____							
Preparation for Night _____							
Preparation for Operation _____							
Restraint of Patients _____							
Shampoo, _____							
Female _____							
Male _____							
Spec. collection of _____							
T P R _____							
Typhoid, _____							
No. 1 _____							
No. 2 _____							
Up in Chair _____							

Demonstrations _____ Hours _____

Bandaging _____

Drugs and Solutions _____

Practice in Classroom _____

Principles of Nursing _____

Acceptability to Patients _____

Acceptability to other Nurses _____

Conduct with other Nurses _____

Neatness, personal _____

Neatness, about work _____

Thoroughness _____

Thoughtfulness _____

Instructor _____

2. Record of Practical Work.

A. A small sheet, 8½ x 5 inches, accompanies the student to each ward and is checked off as she completes the treatments and procedures recorded upon it. When the student completes her study here the slip is filled out by the nurse in charge and is taken to the office of training school.

2-A

REPORT FROM MEDICAL AND SURGICAL WARDS

Miss _____
 From _____ to _____
 Ward _____

Counter Irritants:
 Mustard Foot Baths
 " Pastes
 Turpentine Stipes
 Catheterization
 Dressings
 Enemas:
 High Gas
 Simple
 Gavage
 Irrigation:
 Murphy's Glucose
 " Saline
 Rectal
 Lavage
 Packs:
 Cold
 Hot
 Temperature Baths
 Poultices:
 Digitalis
 Flaxseed
 Perineal Stitches
 Preparation for:
 * Aspiration
 Bladder Irrigation
 Intra-Venous Med.
 Lumbar Puncture
 Operations
 Subcutaneous Med.
 Transfusions
 Medical Cases _____ Time
 Acceptability to Patients
 Executive Ability
 Interest
 Neatness
 Professional Attitude
 Tact and Adaptability

Remarks _____
 Grades: A—Excellent; B—Good; C—Fair; D—Poor; E—Very poor.
 Nurse in charge _____

(Reverse of Sheet)

PERSONALITY

Adaptable—very; moderately; inflexible.
 Courteous—always; generally; discourteous.
 Dignified—always; moderately; undignified.
 Enthusiastic—very; moderately; lacking.
 Imaginative—very; moderately; lacking.
 Industrious—very; moderately; indolent.
 Neatness of person—marked; moderately; slovenly.
 Resourceful—very; moderately; dependent.
 Sense of humor—much; little; unduly serious.
 Sympathetic—very; moderately; lacking.

PROFESSIONAL FITNESS

Accurate—very; fairly; inaccurate.
 Conscientious—very; hardly; not at all.
 Criticism taken—well; poorly; resented.
 Initiative—excellent; some; none at all.
 Interested in work—very much; little; lacking.
 Loyal—very; hardly; disloyal.
 Memory—excellent; fair; forgetful.
 Observation—excellent; fair; unobservant.
 Punctual—always; fairly; tardy.
 Rapid worker—very; fairly; slow.
 Reliable—very; fairly; irresponsible.

Remarks _____

(The description of this record system with the accompanying charts, much reduced in size, will be carried through several numbers of the JOURNAL. Miss Gilman will be glad to send samples of the records described to those desiring them.)

Hospital and Training School Administration 1175

B. Large, Practical Record Sheets, 11 x 8½ inches.

This is left in the permanent folder. As each small sheet is submitted, its contents is transferred to this sheet under the ward and month, the small slip is then destroyed.

2-B

ROCHESTER GENERAL HOSPITAL SCHOOL OF NURSING RECORD OF PRACTICAL WORK

Name _____													TOTAL
Ward _____													
Month _____													
Aspiration _____													
Babies, Sick, care of _____													
Baths, Slush _____													
Temperature _____													
Catheterization _____													
Dressings _____													
Enema, High gas _____													
Nutritive _____													
Stimulating _____													
Gavage _____													
Inhalation _____													
Intra-Venous Med. _____													
Irrigation, Bladder _____													
Rectal _____													
Lavage _____													
Lumbar Puncture _____													
Murphy Drip _____													
Glucose _____													
Mustard Foot Bath _____													
Pastes _____													
Packs, Cold _____													
Hot _____													
Perineal Stitches _____													
Pneumonia _____													
Post Mortem Care _____													
Poultices _____													
Private Patients _____													
Subcutaneous Med. _____													
Turpentine Stupes _____													
Typhoid Duty _____													
Accuracy _____													
Conscientious in details _____													
Courtesy _____													
Criticism, how taken _____													
Dignity _____													
Enthusiasm _____													
Executive Ability _____													
Initiative _____													
Industry _____													
Interest in work _____													
Loyalty _____													
Memory _____													
Neatness, In person _____													
In work _____													
Observation _____													
Prof. Attitude _____													
Punctuality _____													
Rapidity _____													
Resourcefulness _____													
Reliability _____													
Tact and Adaptability _____													
Sense of Humor _____													
Sympathy _____													
Remarks _____													
Remarks _____													

(To be continued)